Information Technology Advisory Board
October 28, 1998
MEETING MINUTES

ATTENDEES:

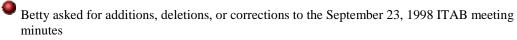|			
Betty Rottmann, Chairman	Jan Grecian	Jim Poole	Mike Wankum
Mike Backer	Cliff Gronauer	Kim Potzmann	Ron Welschmeyer
Joyce Backes	Jill Hansen	Tom Robbins	Tony Wening
Mike Benzen	Russell Helm	Jim Roggero	Gerry Wethington
Rich Beckwith	Gail Morris	Mike Salem	Bob Whitley
Matt Blotevogel	Bill Perkins	Frank Schonhardt	Chris Wilkerson
Karen Boeger	Paul Peterson	Dave Schroeder	Lanny Wingate
Carolyn Cook	Rex Peterson	Kevin Stock	Garry Wofford
Tim Dwyer	Steven Phillips	Tom Stokes	

OPENING REMARKS

Betty Rottmann, Chairman, called the ITAB meeting to order at 8:30 a.m. on October 28, 1998 in the Interpretive Center of the Secretary of State's Office.

APPROVAL OF MINUTES

Approval of the September 23, 1998, Information Technology Advisory Board Meeting Minutes.

- Betty asked for additions, deletions, or corrections to the September 23, 1998 ITAB meeting minutes
  Minutes were approved.

- Betty also welcomed the new IT Director, Steven Phillips, Department of Labor & Industrial Relations

- Betty congratulated Mike Benzen on being the new President of NASIRE.

1. CIO Update (Mike Benzen)
   A. Salary issue discussed:
      1. Budget Office stated this will be a bad year for money.
      2. Several members mentioned their Department Director was supportive of the IT salary request.
      3. Possibility that any raises will be given to the Departments to administer.

   B. Year 2000:
      Looking at people we regulate such as banks, insurance companies, etc.
      Make sure cities and counties are at least aware of the issues.

C. Mike explained the need for a contract for training on the network. A small group was appointed to put specifications together for a bid consisting of: Lanny Wingate, Jim Roggero, Bill Perkins, Steven Phillips, Bill Perkins and Tony Wening.

ACTION REQUIRED: Put together bid specifications for contract.

2. Information Technology Education Advisory Committee (Jim Roggero -Tom Robbins)

The committee focused on the proposed SAM II site to use for training. A small group from ITEAC looked at the facility. The group consisted of Tom Robbins, Gloria Thompson, Gail Morris and Bob Whitley.

Tom Robbins gave a presentation about the proposed training site. This particular site is currently empty, however, Tom handed out a proposed floor plan. This plan does meet SAM II needs for now. Sam II is first in line but not exclusive to the facility. Tom and Bob Whitley answered questions regarding security, parking, and various other questions by ITAB members.

ACTION REQUIRED: Approved moving forward with this proposed site.

3. Project Management Update (Tom Stokes)

The contract for Project Management was awarded to Boston University. It includes a 9-course curriculum for Project Management training and the first class will begin in December. Tom has 18 reservations for the next class. Mike Benzen wanted everyone to know " **If you are buying a seat for a 9-course curriculum, and you fail to show up you do not get a refund.**"

There is a bid out for statewide purchasing of Facilitated Workshops similar to Risk Management. Should be awarded in approximately one month. Doug Starr, DESE, is doing research on project management standards and methodology. As soon as he is finished Tom will get information out to the Project management team to look over. They will begin meeting again on January 19 and develop new standards and procedures. Will publish and send out by July 1999. This will be the basis for the new requirements for the budget items for next year.

Cost of this 9-course curriculum will be approximately $4,000. Certificate available from Boston University for completion of 9-course curriculum. Additional cost for certificate is $150. There are also other requirements to get the certification. Contact Tom for those requirements.

ACTION REQUIRED: None

4. SAM II Update (Jim Schutt)

Jim was unable to attend meeting.

ACTION REQUIRED: None

5. Architectural Standards Update (Chris Wilkerson)

The team has begun meeting on a weekly basis. Chris expressed concern that more department's should have a representative at the meetings.

ACTION REQUIRED: None

6. Year 2000 Update (Dave Schroeder)

Mike Benzen reported that the Governor's Y2K Council is reaching out to various areas other than just data systems. The Council is looking at people the state regulates: banks, hospitals, etc. The Council is putting together a public relations campaign to get correct information out to the public. There may be an insert going out in the income tax booklets to make the public aware of the issues. November 15 a new website will be available to public to let them know what is going on. Mike asked that write-ups be finished and sent in for the website.

Bill Perkins and Mike Backer, Revenue, reported they had looked at a tape provided by NASIRE on Y2K and thought it helpful. Would help bring senior staff up to date. The tape is available through the Office of Information Technology.

Dave wants a full assessment of where you are on your network. He also handed out an updated report on Y2K. If you have questions call Dave.

ACTION REQUIRED: None

7. Data Center Consolidation Update (Gerry Wethington)

Working to get implemented by December 1. Other states have expressed interest in Missouri's consolidation efforts.

ACTION REQUIRED: None

8. Prime Vendor Update (Mike Benzen)

The contract received national award from NASIRE, the Dick Hanson award, as well as the Gold Purchasing award. Mike Benzen stated need for people who deal with the contract on a daily basis

to be a part of a Focus group. They will talk about what is good, what is bad, what do we need to change. Please respond to the handout from Mike.

ACTION REQUIRED: None

9. Internet/MOREnet Update (Tony Wening)

Tony reported on progress of the RFP. It is almost ready to go out. He stated they are looking for two different providers. Mike Benzen stated that listening to the radio through the Internet is not acceptable.

ACTION REQUIRED: None

10. Internet Support and Service Update (Debbie Wells)

Debbie was not able to attend the meeting.

ACTION REQUIRED: None

11. Statewide Purchasing Update (Larry Seneker and Dave Schroeder)

Nothing new to report.

ACTION REQUIRED: None

12. Network Consolidation Study Update (Mike Benzen)

Nothing new to report.

ACTION REQUIRED: None

13. User ID Naming Standards Update (Rex Peterson)

Defined scope for team as the log-on ID. Committee decided they would not be looking at e-mail naming standards. Will have more information by the next ITAB meeting.

ACTION REQUIRED: None

14. Personnel Committee Update (Joyce Backes)

All new classifications are now in place effective October 1. Classification committee will be working with O.A. Personnel.

Joyce also mentioned that the career fairs around the state at universities and colleges are continuing and if you would like to participate call Jim Simmons at 1-2089.

Information Technology Coalition moving ahead with plans. New public service announcement will be running on Channel 13. Career Fair held at Capitol Plaza November 10. Call Jan Grecian if you want to help with this.

ACTION REQUIRED: None

15. IT Recruiting (Jim Poole)

Discussion of proper way to recruit another state agency staff member. Committee organized to look at setting guidelines. Jim Poole will chair this group under Joyce Backes' Personnel Committee. Included in this group will be Gerry Wethington, Joyce Backes, Steven Phillips, Jill Hansen, Rex Peterson, Kim Potzmann and Chris Wilkerson. If you want to participate please call Jim Poole.

ACTION REQUIRED: Committee will report back to ITAB

REVIEW OF ACTION ITEMS:

1. Approved ITEAC moving forward on training site.

2. New committee to look at setting guidelines for recruiting state employees from other agencies.

OTHER DISCUSSION:

Next meeting is **Wednesday, November 25,** at the Secretary of State's Interpretive Center.

Betty Rottmann
Chairman